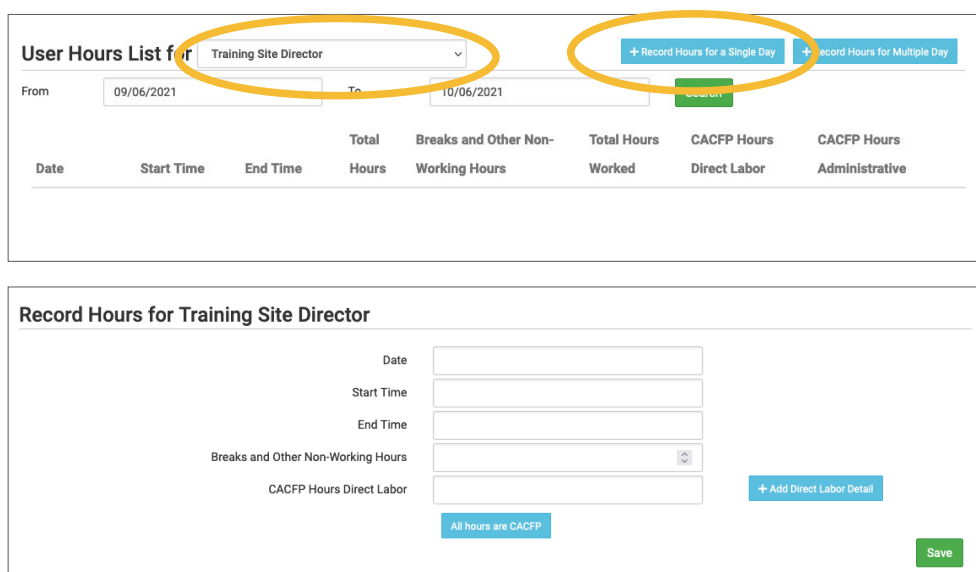


You are able to record staff hours within My Food Program for the purpose of demonstrating a nonprofit meal service.

To record hours for a single day:

- Before you can record hours, you must assign an hourly wage. You can find this by clicking “Staff” from the dashboard and entering it under User Details.
- Click on “Record Hours” from the main dashboard.
- Select the User you would like to record hours for from the dropdown menu.
- Click the blue “+ Record Hours for a Single Day” button on the upper-right corner.
- Enter the information into the fields:
 - Date
 - Start Time
 - End Time
 - Breaks and Other Non-Working Hours
 - CACFP Hours Direct Labor (examples include taking meal counts, grocery shopping, etc.)
 - Click “+ Add Direct Labor Detail” button to select a specific category and record notes.
 - “All Hours are CACFP Button”: for those staff that have only CACFP-related duties (for example, food service staff), click here to allocate all working hours as CACFP.
 - Note: Self-sponsored sites will have the ability to records CACFP Admin Hours (examples include preparing claims, household income statements, etc.)
- Click “Save”.



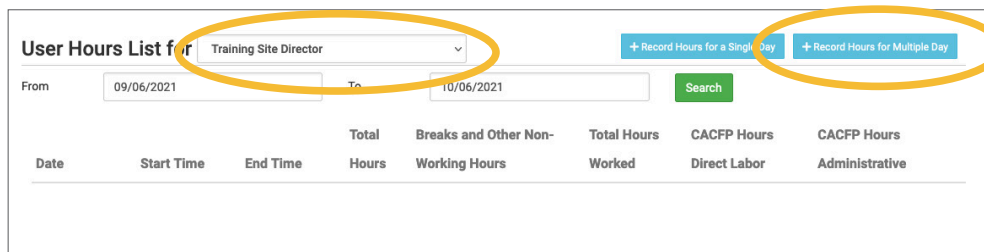
Notes:

- Site Manager/Directors will have the option to record hours for other users. Staff and Kitchen Staff/Infant Teachers will only be able to record hours for themselves.
- The information saved here will feed into the *Staff Hours Detail Report*.

You are able to record staff hours within My Food Program for the purpose of demonstrating a nonprofit meal service.

To record hours for multiple days:

- Before you can record hours, you must assign an hourly wage. You can find this by clicking “Staff” from the dashboard and entering it under User Details.
- Click on “Record Hours” from the main dashboard.
- Select the User you would like to record hours for from the dropdown menu.
- Click the blue “+ Record Hours for Multiple Days” button on the upper-right corner.
- Enter the information into the fields:
 - Start Date
 - End Date
 - Start Time
 - End Time
 - Breaks and Other Non-Working Hours
 - CACFP Hours Direct Labor (examples include taking meal counts, grocery shopping, etc.)
 - Click “+ Add Direct Labor Detail” button to select a specific category and record notes.
 - “All Hours are CACFP Button”: for those staff that have only CACFP-related duties (for example, food service staff), click here to allocate all working hours as CACFP.
 - Note: Self-sponsored sites will have the ability to records CACFP Admin Hours (examples include preparing claims, household income statements, etc.)
- Click “Save”.



User Hours List for Training Site Director

From 09/06/2021 To 10/06/2021 Search

+ Record Hours for a Single Day + Record Hours for Multiple Day

Date	Start Time	End Time	Total Hours	Breaks and Other Non-Working Hours	Total Hours Worked	CACFP Hours Direct Labor	CACFP Hours Administrative

Record Hours for Training Site Director

Start Date

End Date

Start Time

End Time

Breaks and Other Non-Working Hours

CACFP Hours Direct Labor

+ Add Direct Labor Detail

All hours are CACFP

Save

Notes:

- Site Manager/Directors will have the option to record hours for other users. Staff and Kitchen Staff/Infant Teachers will only be able to record hours for themselves.
- The information saved here will feed into the *Staff Hours Detail Report*.